

National Law University Delhi

Dated: 24.09.24

Extension of date of tender for Layout, Designing and Printing of Booklets and Comics

Reference is invited to tender notice in respect of Layout, Designing and Printing of Booklets and Comics to the University. In this context, it is informed that the last date for submission of tender for Layout, Designing and Printing of Booklets and Comics has been extended upto **31.09.2024 upto 05:00 PM**. The terms and conditions will be the same. The vendors who have already submitted the quotation in this regard need not to apply again.


Joint Registrar



NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA NEW DELHI-110078

NOTICE INVITING TENDER

1. Date of Invitation of quotation : 1st August, 2024
2. Last date of submission : 15th August 2024 upto 01:00 PM
3. Date of opening : 16th August 2024, 10:00 AM

National Law University Delhi invites sealed quotations from competent and reputed Dealers/Contractors for **Layout, Designing and Printing of Booklets and Comics** for material created by Centre for Law, Justice and Development

The quotation is required to be submitted in a sealed cover addressed to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 so as to reach the University on or before 1.00 P.M on 15th August 2024 duly superscripting the quotation for supply of “ **Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development**” on the top of sealed envelope. The quotation box is available in the Reception, Academic Block of the University where quotation/tender is to be dropped.

Scope of work: Layout, Designing and Printing of Material

| Sr. No. | Particulars | Quantity Required |
|---------|---|--------------------------------------|
| 1. | Layout, Designing and Printing of Booklets (6 kinds) i. Pages: 80+Cover ii. Size: 9.5”* 7” iii. Printing: 4+4 iv. Paper: 120GSM, Bilt Super Print,Cover:300 GSM art card matte with laminate v. Fabrication: Saddle stitched | 3 kinds- 50 each 3 kinds- 80 each |
| 2. | Printing of Comic book (1 kind) i. Pages: 28+Cover ii. Size: 8”*6.5” iii. Printing: 4+4 iv. Paper: 120 GSM Super print, Cover:250GSM Art card with laminate v. Fabrication: Saddle stitched | 50 |
| 3. | Printing of Comic folders (2 kinds) i. Pages: 4 ii. Size:8”*6” (open size:8”*24”) iii. Printing: 4+4 iv. Paper: 250 GSM art card with laminate | 50 each |
| 4. | Printing of Comic folders (1 kind) i. Pages 6 ii. Size: 10”*8” (open size:10”*48”) iii. Printing: 4+4 iv. Paper: 250 GSM art card with laminate | 50 |

Terms and conditions:

1. The agency is to submit earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in the name of Registrar, National Law University, Delhi along with the quotation.
2. The agency should have minimum three year experience for printing to government organisations/institutions/universities and also attach the copy of work orders of the same.
3. It is mandatory that, the agency/firm/ supplier/printer shall possess registered office & printing press in Delhi. The agency/firm/ supplier has to submit the scan copy of proof otherwise bids/tender will treated cancelled.
4. The vendors are requested to visit the University in order to examine the samples of above mentioned material before quoting the rates.
5. The vender has to submit of the sample of the print materials according to specification at the time of submitting the quotation. The sample is to be approved by purchase committee before supply.
6. The price bid of only those vendors would be opened whose samples are approved by the purchase committee.
7. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
8. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
9. Copy of PAN card is to be enclosed.
10. Copy of GST Registration certificates is to be enclosed.
11. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
12. In case goods are not according to specification/sample order will be cancelled.
13. No manpower will be provided by the University for Loading and unloading the goods.
14. The quotation received after last date and time of submission will not be entertained.
15. The conditional tenders /quotations would not be accepted.
16. Above mentioned printing material shall be supplied to the University within 7 days after finalizatin of the samples.
17. If it is found, that the printing work is not satisfactory and as per requirement, the university have rights to cancel the order and no payment will be made.


Deputy Registrar

FINANCIAL BID

To
The Registrar
National Law University, Delhi
Sector-14, Dwarka
New Delhi-110078

Subject: Financial Bid for Layout, Designing and Printing of Booklets and Comics for Centre for Law, Justice and Development

Sir,

I/we have gone through the tender document, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required.

| Sr. No. | Particulars (1) | Quantity Required (2) | Rate Per page (3) | Tax (4) | Total |
|---------|--|--------------------------------------|--|------------|-------|
| 1. | Layout, Designing and Printing of Booklets (6 kinds) i. Pages: 80+Cover ii. Size: 9.5"*7" iii. Printing: 4+4 iv. Paper: 120GSM, Bilt Super Print,Cover:300 GSM art card matte with laminate v. Fabrication: Saddle stitched | 3 kinds: 50 each 3 kinds: 80 each | Text Printing per page Rate:_____ | | |
| | | | Layout and Designing per page rate:_____ | | |
| | | | Cover page rate with printing:_____ | | |
| | | | Book Binding Rate: _____ | | |
| 2. | Printing of Comic book (1 kind) i. Pages: 28+Cover ii. Size: 8"*6.5" iii. Printing: 4+4 iv. Paper: 120 GSM Super print, Cover:250GSM Art card with laminate v. Fabrication: Saddle stitched | 50 | Text Printing per page Rate:_____ | | |
| | | | Cover page rate with printing: _____ | | |
| | | | Book Binding Rate: _____ | | |
| | Printing of Comic folders (2 kinds) i. Pages: 4 ii. Size:8"*6" (open size:8"*24") iii. Printing: 4+4 iv. Paper: 250 GSM art card with laminate | 50 each | Text Printing per page Rate:_____ | | |

| | | | | | |
|----|---|--|-----------------------------------|--|--|
| 3. | Printing of Comic folders (1 kind) i. Pages 6 ii. Size: 10"*8" (open size:10"*48") iii. Printing: 4+4 iv. Paper: 250 GSM art card with laminate | | Text Printing per page Rate:_____ | | |
|----|---|--|-----------------------------------|--|--|

I/we certify that information furnished above is true and correct. All the terms and Conditions mentioned in the tender documents are acceptable to us.

Documents Attached:

- 1) Copy of PAN Card is to be enclosed
- 2) Copy of GST Registration Certificates is to be enclosed.
- 3) Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern, etc.)

(Authorized Signature)

Name of the Authorized person:_____

Name of the Company:_____

Address of the Company:_____

Contact No: _____

Email Id:_____



NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA NEW DELHI-110078

Annexure – II

To,

The Registrar
National Law University, Delhi
Sector-14, Dwarka
New Delhi-110078

Sir/Madam,

This is to inform you that, I/we have examined and seen the sample of Booklet/comics provided by the National Law University Delhi as per tender document.

(Authorized Signature)

Name of the Company: _____

Name of the Authorized person: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

Signature by Department (NLUD)

CHECKLIST

| S.No. | Certificate/ Document required | Document number/ details | Uploaded (Yes or No) |
|-------|--|-----------------------------|----------------------|
| 1. | Registered office & service centre in Delhi NCR in connection | | |
| 2. | Copy of GST Registration certificates | | |
| 3. | Copy of PAN card | | |
| 4. | Registration certificate as per existing norms (indicating the legal status- company/partnership firm/proprietorship concern etc.) | | |
| 5. | Please attach scan copy of requisite document/ proof regarding manufacturer/ franchisee/ authorized Printer. | | |
| 6. | If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed | | |
| 7. | 3 similar work each of value not less than 40%. or 2 similar work each of value not less than 60%. or 1 similar works each of value not less than 80%. | | |
| 8. | Copy of previous three years work orders | | |
| 9. | Scanned copy of EMD of Rs.10,000.00 in the form of Demand Draft | | |

Date: _____

Place: _____

Name of Authorized person: _____

Sign & Stamp of company: _____